



JOB DESCRIPTION SCHOOL CLEANER



Job title:	School Cleaner	Job Ref:	XS 1.6
Directorate:	Hamwic Education Trust		
School:	Upton Junior School	Grade:	Dorset Grade 1
Reports to:	Caretaker / Cleaner in charge / Headteacher or nominated member of staff		

Main job purpose

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main responsibilities and duties

1. To carry out cleaning tasks set out in the school's cleaning schedule.
2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor).
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Headteacher
6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

Supervision and management

The postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Headteacher/Cleaner.

Problem solving and creativity

Key contacts and relationships

Regular contact with the Headteacher, Caretaker and other cleaning staff regarding cleaning duties. General contact with other school staff.

Decision making

The postholder is expected to report and record any problems involving cleaning materials equipment breakdown, health and safety matters or suchlike to the Headteacher/Caretaker in line with existing policy and practice.

Resources

Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

Working Environment

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

Progression in Post (if applicable)

Job description prepared by:	Chris Matthews
Designation:	Pay and Reward Manager
Date:	January 2005